

16 SEP 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

STAT

SUBJECT: OIS Weekly Report (8-14 September 1982)

Classification Review Division

The systematic review of the permanent OSS records has been completed with the exception of the chrono file which the National Archives and Records Service has decided would be retained in the permanent files even though the Agency had recommended that they be temporary. This work will be completed by a CRD group which has been working with the OSS review team for the past 11 weeks.

CRD reviewed nine boxes (14,030) of OSS material, two manuscripts (40 pages) for the Publications Review Board, and six documents (78 pages) for the Information and Privacy Division.

Records Management Division

The Agency Information Security Program Data Report is being updated to conform to the new requirements of Executive Order 12356. A representative from RMD and IPD attended a meeting of the Information Security Oversight Office (ISOO) to discuss statistical reporting relating to the Mandatory Review requests and appeals portion of the report. ISOO is surveying the categories of data submitted (by cases, documents, or pages) and will determine if reporting on all three categories would be too burdensome.

The Requirements and Evaluation Section is working on TRIS and visited Micronet, Incorporated, for a briefing on Micronet's "paperless office" concept and an equipment demonstration.

OIS forwarded a memorandum to the Information Handling Systems Architect, DDA, commenting on the draft Strategic Plan for Agency Information Handling Systems.

Regulations Control Division

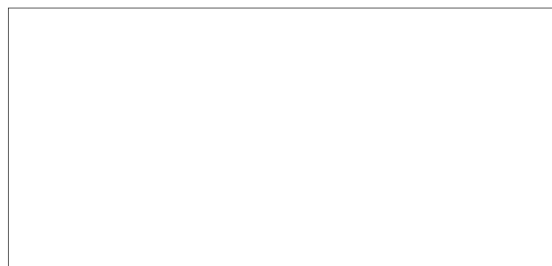
RCD currently has 126 regulatory issuances in process involving headquarters and field regulations, handbooks, and notices. During the past week, major actions were taken on 68 of these issuances.

Information and Privacy Division

A separate report is attached.

STAT

Attachment:
As stated



EXO/OIS: [redacted] (15 Sep 82)
Rewritten: DD/OIS: [redacted] (16 Sep 82)

STAT

STAT

Distribution:

- Original & 2 - Addressee w/attachment
- 1 - C/CRD w/attachment + background
- 1 - C/IPD " "
- 1 - C/RMD " "
- 1 - C/RCD " "
- 1 - D/OIS Subject w/attachment + background
- 1 - D/OIS Chrono w/o